

NOTICE OF RIGHT TO REQUEST INFORMAL REVIEW

CERTIFIED MAIL OR HAND DELIVERY

Dear

On _____, a licensing representative substantiated serious violations of licensing standards with regard to the above-named facility. This correspondence shall serve as your official notice that the Department is considering action to:

- ☐ revoke the license for the facility
- ☐ refuse to renew of the license for the facility
- ☐ refuse to issue a full or provisional license at the end of the permit period

You have the right to request an Informal Review. The purpose of an Informal Review is to provide you an opportunity to demonstrate why the Department should not take enforcement action against the license.

Your request for an Informal Review must be in writing and must be mailed or faxed within 10 days from the postmark on this notice to:

Licensing Representative

Licensing Supervisor

cc: